



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5090  
Ser N45P/N4U732495  
22 OCT 04

From: Chief of Naval Operations (OPNAV N45)

Subj: FY 2004 CHIEF OF NAVAL OPERATIONS (CNO) ENVIRONMENTAL  
AWARDS COMPETITION

Ref: (a) OPNAVINST 5090.1B, Change 4 of 4 Jun 03

Encl: (1) DUSD(E) memorandum and awards guidelines of 24 Sep 04  
(2) ASN(I&E) memorandum of 20 Oct 04  
(3) FY 2004 Criteria For Nomination For The CNO  
Environmental Quality-Small Ship Award  
(4) FY 2004 Criteria For Nomination For The CNO  
Environmental Planning Team Award

1. The FY 2004 CNO environmental awards will recognize individuals, teams, ships and installations for their exceptional environmental stewardship. This memorandum calls for nominations for these awards, and supplements submission information provided in Reference (a).

2. The CNO environmental awards program is closely aligned with the SECDEF program, Enclosure (1), which runs on a two-year cycle. Because of Navy's unique operating environment, the CNO program differs from the SECDEF program in two award categories:

- The Large and Small Ship Environmental Quality award categories recognize environmental programs on Naval vessels and are unique to CNO and SECNAV. Ship awards alternate annually between large (>400 crew) and small (<400 crew) ships, similar to the SECDEF protocol.

- The CNO Environmental Planning Team award category recognizes excellence in Navy environmental planning in the context of NEPA and E.O. 12114. It alternates with the Environmental Excellence in Weapon System Acquisition award (also a SECNAV and SECDEF award category) to follow the SECDEF protocol.

3. Up to three winners will be named for each of the 10 awards presented at the CNO level to provide a field from which judges

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may choose winners for the SECNAV Environmental Awards competition, Enclosure (2). Award categories for the FY 2004 CNO competition are:

- Natural Resources Conservation, Large Installation
- Cultural Resources Management, Installation
- Cultural Resources Management, Individual/Team
- Environmental Quality, Industrial Installation
- Environmental Quality, Overseas Installation
- Environmental Quality, Small Ship
- Pollution Prevention, Non-industrial Installation
- Pollution Prevention, Individual/Team
- Environmental Restoration, Installation
- Environmental Planning, Team

4. Echelon II commands may submit up to five nominations per category. The achievement period for the FY 2004 CNO Environmental Awards is the previous two fiscal years, inclusive of the award year (1 October 2002 - 30 September 2004). Depending upon the category, nomination packages must be submitted using the format and guidelines prescribed in Enclosures (1), (3), and (4).

As described in Enclosure (1), each installation in the U.S. or its territories shall submit the latest available Detailed Facility Report from the EPA Environmental Compliance History Online (ECHO) database (<http://www.epa.gov/echo/>).

Each nomination package shall include one single-sided page with the following information: award category; name of nominated person(s) and/or installation; nominee's title (if individual/team award); nominee's phone number (commercial and DSN); nominee's e-mail address; name of nominating individual; nominating individual's e-mail address; nominating individual's phone number (commercial and DSN); shipping address; and a crisply written paragraph of no more than 150 words summarizing the achievements of the nominee, using quantitative examples, suitable for use in the awards ceremony program. The contact page is in addition to the nomination package and does not count against the nomination package page limit. If this page is not included with the award nomination, the nominee will be eliminated from consideration.

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Nominations shall be concise and to the point in narrative style, and include responses to the applicable items listed in the desired award category, as described in TABs A-E of Enclosure (1), and Enclosures (3) and (4). Each nomination shall consist of single-spaced text (12-point font) and may use graphics, e.g., tables, charts, diagrams, photographs, maps, to clarify accomplishments, but not videos or music. Graphic fonts, including photograph descriptions, should be no smaller than 10-point. The total text and graphics of the award narrative shall consist of no more than six (6) single-sided 8 1/2" X 11" pages when printed, including cover page.

Each nomination package (consisting of the ECHO Report if applicable, summary page, and narrative) must include five "original" paper copies, stapled at the upper left corner, and one electronic copy (on a diskette or compact disk). Nominations bound in any other form (three-ring binders, clear-front report covers, etc.) will not be accepted. Digital files submitted via e-mail or on zip disk, or larger than 5 MB in size, will be eliminated from consideration. Multiple nominations on a single electronic medium (diskette or compact disk) will not be accepted.

5. Echelon II commands forward nominations to: CNO  
Environmental Readiness Division N45, ATTN: N45P, 2511 Jefferson Davis Highway, Suite 2000, Arlington, VA 22202. Nominations must be received no later than close of business on 5 January 2005.

6. Except for winners in the Environmental Planning Team category, all CNO winners will advance to the SECNAV level of competition.

7. The CNO awards ceremony will be held 3 May 2005 at 0900 at the U.S. Navy Memorial & Naval Heritage Center. The SECNAV ceremony will follow at 1100. The DOD ceremony will be held 4 May 2005 at the Pentagon.

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8. I look forward to your nominations and to recognizing the environmental stewardship accomplishments of your military and civilian personnel. My point of contact for this awards competition is Ms. Easter Thompson, N45P, at (703) 604-5426 (DSN 664-5426), or Easter.R.Thompson@navy.mil.

  
WILLIAM G. MATTHEIS  
By Direction

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